**FY 2024 (HOPWA) (RFP) Submitted Agency Questions and Responses**

**Q: I am writing to get clarification on the process for billing for case management.  Exactly how is this calculated?  Looking at the description, if we are billing client contact time, then we are only billing about $30 instead of $80 per hour using units as in the previous grant years.  Is my interpretation of what was written correct?  If not, can you please explain the billing in more detail?**

**A: Yes, you are correct HOPWA Eligible Activities are being reimbursed for actual cost versus a set unit cost. For example, HOPWA Supportive Service (Case Management) costs your agency $30 an hour. Agencies are instructed to bill for the $30 per hour, the actual cost to provide case management or other selected HOPWA-eligible activities.  Remember this year you are also eligible to apply for Program Delivery Cost as a separate line item for activities that you may have performed under the unit cost previously.**

**Q: I am trying to remember details from our informational meeting about allowed administrative expenses.  Can you please remind me what percentage is allowed?  Also, can you please provide details on what would be allowed in that category and what documentation is required?**

**A: As noted in the HOPWA RFP an agency may request up to five percent for administrative cost. This is calculated on the subtotal of eligible activities being proposed. These expenses cover management, coordination, evaluation, and reporting.** **To document these expenses, the agency must submit a time sheet for each employee (only requesting reimbursement for) outlining the hours worked on the HOPWA grant and what administrative activity they worked on (i.e., data entry for reporting for 6 hours per week, managing STRMU program for 8 hours in the week, evaluating program budget for 2 hours etc.) Additionally, the agency must also submit a copy of the employee’s paystub for the time in which they are requesting reimbursement for.**

**Q: Can we apply for categories like general administrative funding, nutrition, employment assistance, etc.**

**A: Yes, you can apply for all HOPWA eligible activities that are listed on the Budget Sheet. This year we listed out all eligible activities to make it easier for agencies to know what are eligible HOPWA activities that can be funded.**

**Q: Alcohol and drug abuse services: The Center is facilitating a Sober Curious group and we are curious if we can use the funds to pay a group facilitator, purchase group snacks, and supplies?**

**A: As noted in the HOPWA RFP activities under this category must be inpatient services provide under the supervision of a physician, or other qualified personnel.**

**Q: Employment assistance and training: Can we use funds to purchase interview clothing/shoes, bus passes to get to and from work, to limit transportation barriers to maintaining employment, workforce training programs?**

**A: No, HOPWA funding cannot be utilized to purchase shoes and clothing for individuals. However, HOPWA funds can be utilized to purchase books and necessary training materials for educational, schooling, vocational training, or employment needs. HOPWA eligible activity Transportation can be utilized to assist eligible individuals with bus passes access services connected to employment assistance / training agencies and opportunities. We are connecting the opportunity for education and training opportunities to upward mobility, housing stability and self-sufficiency. We will place the stipulation that this is a funding of last resort.**

**Q: Legal service: Can we use the funds to help with court fees for evictions?**

**A: No, HOPWA funds cannot be utilized to pay for court fees for evictions. Legal Services under HOPWA aim to address matters regarding situations that interfere with the program participant's ability to obtain and retain housing. Late fees associated with eviction should be addressed using STRMU. Court fees are the person providing the services responsibility. These services/ associated costs should be addressed using HOPWA Supportive Service Legal Assistance. The differing factor here is what pot of money does each portion of support come out of (One part is financial assistance (STRMU) | One part is supportive service (Legal Services).**

**Q: Life skills management: Can we use the funds to pay for facilitators. Ex, cooking class—can funds be used to pay for supplies?**

**A: Yes, you can include all reasonable cost associated with life skills trainings for example food supplies. Life management skills are serves necessary for individuals to recapture life skills lost during physical or mental illness, domestic violence, substance abuse, and homelessness. These services must be necessary to assist the program participant to function independently. Life skills training can include budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.**

**Q: Mental Health Services: Can we use the funds to help pay for medication and other mental health relatable items?**

**A: HOPWA funds cannot be used for any medication and health related items or supply expenses. However, HOPWA eligible Supportive Service (Mental Health Services) can cover costs for outpatient treatment provided by licensed professionals such as psychiatrists, psychologists, and licensed clinical social workers.**

**Q: Operational Expenses for Facility-Based Housing: Can we use the funds to pay for bedding, apartment repairs, maintenance, supplies (cleaning items)**

**A: Yes, as noted in the HOPWA RFP Operational expenses can pay for the included items, maintenance, security, operation, insurance, utilities, furnishings, equipment, supplies, and other incidental costs. For these cost to eligible the facility cannot be a temporary shelter or** **private dwelling that an individual rents or owns. See page thirteen of the HOPWA RFP for definition.**

**Q: STRMU: If approved for funds, do we become a referral agency that accepts clients who are not actively receiving services from us.**

**A: Yes, agencies approved for HOPWA funding will be a part of the network of HOPWA Service Providers that serve one or more of the eleven counties listed in the HOPWA RFP service area. Clients outside of your agency are eligible for assistance.**

**Q: In order to receive HOPWA-funded services, does a person have to be a US citizen?**

**A: Receiving HOPWA-funded services does not require U.S. citizenship. However, the individual must provide proof of residency, medical status verification, and income documentation to qualify for HOPWA-funded services.**